

Standards of Accreditation Chapter 55

Recommended Changes for Consideration **ARM 10.55.901-910**

December 13-14, 2011

Administrative Rules of Montana 10.55.901-10.55.910	12/14/2010 Draft Rule Language Recommendations for Consideration Changes indicated by strikethrough or <u>underline</u>
10.55.901 BASIC EDUCATION PROGRAM: ELEMENTARY	
(1) An elementary school shall have an education program aligned to the program area standards that enables students to meet the content and performance standards.	(1) An elementary school shall have an education program aligned to the program area standards that enables students to meet the content <u>standards</u> and performance standards <u>descriptors</u> (ARM 10.54 Content Standards and Performance Descriptors).
10.55.902 BASIC EDUCATION PROGRAM: MIDDLE GRADES	More Discussion on Rule ...
(1) A school with middle grades must have an education program aligned to the program area standards that enables all students to meet the content and performance standards.	(1) A school with middle grades must have an education program aligned to the program area standards that enables all students to meet the content <u>standards</u> and performance standards <u>descriptors</u> .
(2) In order to receive funding at the high school rate for grades 7 and 8, the program must follow the middle school philosophy and components described in (3) or the departmentalized philosophy and components (often seen in junior high settings) described in (4).	(2) In order to receive funding at the high school rate for grades 7 and 8, the program must follow either the middle school philosophy and components described in (3) or the departmentalized philosophy and components (often seen in junior high settings) described in (4).
(3) An officially recognized middle school must be approved by the Board of Public Education upon recommendation of the superintendent of public instruction.	(3) An officially recognized middle school must be approved by the Board of Public Education upon recommendation of the superintendent of public instruction.
(a) A middle school specifically addresses the unique nature of middle-grade children by focusing on their intellectual, social,	(a) A middle school specifically addresses the unique nature of middle-grade children by focusing on their intellectual, social,



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emotional, and physical development. To put such philosophy into practice, a middle school must have flexibility to:	emotional, and physical development. To put such philosophy into practice, a middle school must have flexibility to:
(i) approach instruction, scheduling, and teaching in a variety of ways;	(i) approach instruction, scheduling, and teaching in a variety of ways;
(ii) undertake interdisciplinary work; and	(ii) undertake interdisciplinary work; and
(iii) plan blocks of coursework deriving from the intellectual, social, emotional, and physical needs of middle school students.	(iii) plan blocks of coursework deriving from the intellectual, social, emotional, and physical needs of middle school students.
(b) Critical and creative thinking, career awareness, lifelong learning, and safety must be incorporated in the school program.	(b) Critical and creative thinking, career awareness, lifelong learning, and safety must be incorporated in the school program.
(c) At a minimum, the following program areas shall be required of all students yearly:	(c) At a minimum, the following program areas shall be required of all students yearly:
(i) communication arts including, but not limited to literature, reading, writing, speaking and listening, media literacy;	(i) communication arts including, but not limited to literature, reading, writing, speaking and listening, media literacy;
(ii) mathematics including, but not limited to written and mental computation and problem solving;	(ii) mathematics including, but not limited to written and mental computation and problem solving;
(iii) physical and life sciences;	(iii) physical and life sciences;
(iv) social studies; and	(iv) social studies; and
(v) health enhancement.	(v) health enhancement.
(d) At a minimum, the middle school curriculum shall maintain in balance the following required program areas:	(d) At a minimum, the middle school curriculum shall maintain in balance the following required program areas:
(i) visual arts including, but not limited to art history, art criticism, aesthetic perception, and production;	(i) visual arts including, but not limited to art history, art criticism, aesthetic perception, and production;

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(ii) music including, but not limited to general, instrumental, and vocal (emphasizing comprehensive music elements, music history, criticism, aesthetic perception, and musical production);	(ii) music including, but not limited to general, instrumental, and vocal (emphasizing comprehensive music elements, music history, criticism, aesthetic perception, and musical production);
(iii) vocational technical education such as agriculture, business education, family and consumer sciences, industrial arts, and marketing; and	(iii) vocational <u>career and</u> technical education such as agriculture, business education, family and consumer sciences, industrial arts, and marketing; and
(e) Exploratory courses such as creative writing, dance, drama, photography, and leadership shall be offered as electives to all students.	(e) Exploratory courses such as creative writing, dance, drama, photography, and leadership shall be offered as electives to all students.
(4) A junior high or 7-8 school for middle grades must offer an educational program, aligned to the program area standards, that enables all students to meet the content and performance standards. The educational program shall be designed to familiarize students with the high school setting and provide content-specific instruction.	(4) A junior high or 7-8 school for middle grades must offer an educational program, aligned to the program area standards, that enables all students to meet the content and performance standards. The educational program shall be designed to familiarize students with the high school setting and provide content-specific instruction.
(a) All students shall complete the following program areas each year:	(a) All students shall complete the following program areas each year:
(i) communication arts—1 unit;	(i) communication arts—1 unit;
(ii) social studies—1 unit;	(ii) social studies—1 unit;
(iii) mathematics—1 unit;	(iii) mathematics—1 unit;
(iv) science—1 unit; and	(iv) science—1 unit; and
(v) health enhancement—1/2 unit.	(v) health enhancement—1/2 unit.
(b) All students must be allowed to elect from the following program area offerings:	(b) All students must be allowed to elect from the following program area offerings:

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(i) visual arts—1/2 unit;	(i) visual arts—1/2 unit;
(ii) music—1/2 unit;	(ii) music—1/2 unit;
(iii) vocational technical education—1/2 unit; and	(iii) vocational <u>career and</u> technical education—1/2 unit; and
(iv) world languages—1/2 unit.	(iv) world languages <u>or cultures</u> —1/2 unit.
(c) A unit is defined as the equivalent of at least 225 minutes per week for one school year.	(c) A unit is defined as the equivalent of at least 225 minutes per week for one school year.
(d) Time to pass between classes may be counted toward the standard school day but shall not be counted toward class time.	(d) Time to pass between classes may be counted toward the standard school day but shall not be counted toward class time.
10.55.904 BASIC EDUCATION PROGRAM OFFERINGS: HIGH SCHOOL	
(1) The basic education program, aligned to the program area standards, for grades 9 through 12 shall be at least 20 units of coursework that enable all students to meet the content and performance standards.	(1) The basic education program, aligned to the program area standards, for grades 9 through 12 shall be at least 20 <u>22</u> units of coursework that enable all students to meet the content standards and performance standards <u>descriptors</u> .
(2) Minimum offerings shall include at least the following:	(2) Minimum offerings shall include at least the following:
(a) 4 units of English language arts;	(a) 4 units of <u>English language communication</u> arts;
(b) 3 units of mathematics;	(b) 3 units of mathematics;
(c) 3 units of science;	(c) 3 units of science;
(d) 3 units of social studies;	(d) 3 units of social studies;

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(e) 2 units of vocational/technical education;	(e) 2 units of vocational/ <u>career and</u> technical education;
(f) 2 units of arts;	(f) 2 units of arts;
(g) 1 unit of health enhancement;	(g) 1 unit of health enhancement;
(h) 2 units of world languages; and	(h) 2 units of world languages; and
(i) 2 units of electives.	(i) 2 units of electives.
10.55.905 GRADUATION REQUIREMENTS	
(1) As a minimum, a school district's requirements for graduation shall include a total of 20 units of study that enable all students to meet the content and performance standards.	(1) As a minimum, a school district's requirements for graduation shall include a total of 20 <u>22</u> units of study that enable all students to meet the content <u>standards</u> and performance <u>standards descriptors</u> .
(2) In order to meet the content and performance standards, the following 13 units shall be part of the 20 units required for all students to graduate:	(2) In order to meet the content <u>standards</u> and performance <u>standards descriptors</u> , the following 13 units shall be part of the 20 <u>22</u> units required for all students to graduate:
(a) 4 units of English language arts;	(a) 4 units of English language <u>communication</u> arts;
(b) 2 units of mathematics;	(b) 2 units of mathematics;
(c) 2 units of social studies;	(c) 2 units of social studies;
(d) 2 units of science;	(d) 2 units of science;
(e) 1 unit of health enhancement, with 1/2 unit each year for two years;	(e) 1 unit of health enhancement, with 1/2 unit each year for two years;
(f) 1 unit of arts;	(f) 1 unit of arts;

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(g) 1 unit of vocational/technical education.	(g) 1 unit of vocational/ <u>career and</u> technical education.
(3) Units of credit earned in any Montana high school accredited by the Board of Public Education shall be accepted by all Montana high schools.	(3) Units of credit earned in any Montana high school accredited by the Board of Public Education shall be accepted by all Montana high schools.
(4) In accordance with the policies of the local board of trustees, students may be graduated from high school with less than four years enrollment.	(4) In accordance with the policies of the local board of trustees, students may be graduated from high school with less than four years enrollment.
10.55.906 HIGH SCHOOL CREDIT	
(1) A high school shall require a minimum of 20 units of credit for graduation, including ninth grade units. A unit of credit shall be given for satisfactory completion of a full-unit course.	(1) A high school shall require a minimum of 20 <u>22</u> units of credit for graduation, including ninth grade units. A unit of credit shall be given for satisfactory completion of a full-unit course.
(a) A unit of credit is defined as the equivalent of at least 225 minutes per week for one year.	(a) A unit of credit is defined as the equivalent of at least 225 minutes per week for one year.
(b) Passage of time between classes may be counted toward the standard school day but shall not be counted toward class time.	(b) Passage of time between classes may be counted toward the standard school day but shall not be counted toward class time.
(2) A student who is unable to attend class for the required amount of time may be given fractional credit for partial completion of a course, with the local administrator's permission.	(2) A student who is unable to attend class for the required amount of time may be given fractional credit for partial completion of a course, with the local administrator's permission.
(3) Each governing authority may waive specific course requirements based on individual student needs and performance levels. Waiver requests shall also be considered with respect to age, maturity, interest, and aspirations of the students and shall be in consultation with the parents or guardians.	(3) Each governing authority may waive specific course requirements based on individual student needs and performance levels. Waiver requests shall also be considered with respect to age, maturity, interest, and aspirations of the students and shall be in consultation with the parents or guardians.
(4) With the permission of the school district trustees, a student	(4) With the permission of the school district trustees, a student



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<p>may be given credit for a course satisfactorily completed in a period of time shorter or longer than normally required and, provided that the course meets the district's curriculum and assessment requirements, which are aligned with the content and performance standards stated in the education program. Examples of possible acceptable course work include correspondence and extension courses, distance learning courses, adult education, summer school, work study, specially designed courses and challenges to current courses. Any acceptable program must be consistent with local board policy.</p>	<p>may be given credit for a course satisfactorily completed in a period of time shorter or longer than normally required and, provided that the course meets the district's curriculum and assessment requirements, which are aligned with the content <u>standards</u> and performance standards <u>descriptors</u> stated in the education program. Examples of possible acceptable course work include correspondence and extension courses, distance learning courses, adult education, summer school, work study, specially designed courses and challenges to current courses <u>online and technology delivered courses, adult education, correspondence and extension courses, work study, specially designed courses and challenges to current courses</u>. Any acceptable program must be consistent with local board policy.</p>
<p>(a) Any Montana high school shall accept such units of credit taken with the approval of the accredited Montana high school in which the student was then enrolled and which appear on the student's official transcript.</p>	<p>(a) Any Montana high school shall accept such units of credit taken with the approval of the accredited Montana high school in which the student was then enrolled and which appear on the student's official transcript.</p>
10.55.907 DISTANCE, ONLINE, AND TECHNOLOGY DELIVERED LEARNING	
<p>(1) This rule establishes requirements for distance, online, and technology delivered learning programs and/or courses that fulfill elementary or middle grades basic education programs and/or high school graduation requirements</p>	<p>(1) This rule establishes requirements for distance, online, and technology delivered learning programs and/or courses that fulfill elementary or middle grades basic education programs and/or high school graduation requirements</p>
<p>(2) School districts may receive and/or provide distance, online, and technology delivered learning programs</p>	<p>(2) School districts may receive and/or provide distance, online, and technology delivered learning programs</p>

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(a) School districts receiving distance, online, and technology delivered learning programs to supplement instruction may utilize distance, online, and technology delivered learning as they would other supplementary resources without restriction	(a) School districts receiving distance, online, and technology delivered learning programs to supplement instruction may utilize distance, online, and technology delivered learning as they would other supplementary resources without restriction
(b) Distance, online, and technology delivered learning programs and/or courses shall meet the learner expectations adopted by the school district and be aligned with state content and performance standards	Distance, online, and technology delivered learning programs and/or courses shall <u>at a minimum</u> meet the learner expectations adopted by the school district and be aligned with state content <u>standards</u> and performance <u>standards descriptors</u>
(c) A school district shall provide a report to the Superintendent of Public Instruction documenting how it is meeting the needs of students under the accreditation standards who are taking a majority of courses during each grading period via distance, online, and/or technology-delivered programs.	(c) A school district shall provide a report to the Superintendent of Public Instruction documenting how it is meeting the needs of students under the accreditation standards who are taking a majority of courses during each grading period via distance, online, and/or technology-delivered programs. (c) A school shall report to the Superintendent of Public Instruction <u>all distance, online and technology delivered courses and student enrollments</u>
(3) Except as provided in (3)(a), teachers of distance, online, and technology delivered learning programs shall be licensed and endorsed in Montana or elsewhere in the area of instruction taught with such license granted as a result of the completion of an accredited professional educator preparation program as defined in ARM 10.57.102(3). School districts receiving distance, online, and technology delivered learning programs described in this rule shall have a distance learning facilitator for each course and available to the students.	(3) Except as provided in (3)(a), teachers of distance, online, and technology delivered learning programs shall be licensed and endorsed in Montana or elsewhere in the area of instruction taught with such license granted as a result of the completion of an accredited professional educator preparation program as defined in ARM 10.57.102(3). School districts receiving distance, online, and technology delivered learning programs described in this rule shall have a distance learning facilitator for each course and available to the students.
(a) When a teacher of distance, online, and technology delivered learning programs and/or courses does not possess the qualifications specified in (3), the facilitator must be licensed and	(a) When a teacher of distance, online, and technology delivered learning programs and/or courses does not possess the qualifications specified in (3), the facilitator must be licensed and

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<p>endorsed in Montana or elsewhere in the area of instruction facilitated with such license granted as a result of the completion of an accredited professional educator preparation program as defined in ARM 10.57.102(3).</p>	<p>endorsed in Montana or elsewhere in the area of instruction facilitated with such license granted as a result of the completion of an accredited professional educator preparation program as defined in ARM 10.57.102(3).</p>
<p>The provisions of (3) and (3)(a) shall not be effective until July 1, 2009.</p>	<p>The provisions of (3) and (3)(a) shall not be effective until July 1, 2009.</p>
<p>(b) When a teacher of distance, online, and technology delivered learning programs is qualified as provided in (3), the receiving school district's facilitator shall be a licensed teacher or a para-educator.</p>	<p>(b) When a teacher of distance, online, and technology delivered learning programs is qualified as provided in (3), the receiving school district's facilitator shall be a licensed teacher or a para-educator.</p>
<p>(c) School districts receiving distance, online, and technology delivered learning programs and/or courses must provide qualified facilitators for synchronous delivery to students in schools accredited by the Montana Board of Public Education, requiring physical presence of a facilitator, and for asynchronous delivery, requiring facilitators be available to students.</p>	<p>(c) School districts receiving distance, online, and technology delivered learning programs and/or courses must provide qualified facilitators for synchronous delivery to students in schools accredited by the Montana Board of Public Education, requiring physical presence of a facilitator, and for asynchronous delivery, requiring facilitators be available to students.</p>
<p>(d) The school district must ensure that the distance, online, and technology delivered learning facilitators receive in-service training on technology delivered instruction</p>	<p>(d) The school district must ensure that the distance, online, and technology delivered learning facilitators receive in- service training on technology delivered instruction pertaining to:</p>
<p>(i) the course organization;</p>	<p>(i) the course organization;</p>
<p>(ii) classroom management;</p>	<p>(ii) classroom management;</p>
<p>(iii) technical aspects of the delivery method;</p>	<p>(iii) technical aspects of the delivery method;</p>
<p>(iv) strategies for use of distance learning;</p>	<p>(iv) strategies for use of distance learning;</p>
<p>(v) monitoring of student testing;</p>	<p>(v) monitoring of student testing;</p>



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(vi) and securing other services as needed.	(vi) and securing other services as needed.
(4) Montana school districts providing distance, online and technology delivered learning shall comply with the teacher load requirements of ARM 10.55.713(3).	(4) Montana school districts providing distance, online and technology delivered learning shall comply with the teacher load requirements of ARM 10.55.713(3).
10.55.908 SCHOOL FACILITIES	
(1) School facilities shall be constructed, maintained, and supervised in accordance with all applicable local, state and national codes, regulations, and laws	(1) School facilities shall be constructed, maintained, and supervised in accordance with all applicable local, state and national codes, regulations, and laws
(2) School facilities shall be of sufficient size and arrangement to meet all programs' educational goals	(2) School facilities shall be of sufficient size and arrangement to meet all programs' educational goals
(3) The board of trustees shall provide for educational facilities which are pleasant and reasonably safe for the conduct of the educational and extracurricular activities of students, and which will meet federal accessibility standards	(3) The board of trustees shall provide for educational facilities which are pleasant and reasonably <u>functional and</u> safe for the conduct of the educational and extracurricular activities of students, and which will meet federal accessibility standards
(4) The school shall provide the necessary equipment for emergency nursing care and first aid	(4) The school shall provide the necessary equipment for emergency nursing care and first aid
(5) When the board of trustees considers major remodeling or building a facility, it shall seek facility expertise in all affected program areas as well as comments from faculty, students, and community	5) When the board of trustees considers major remodeling or building a facility, it shall seek facility expertise in all affected program areas as well as comments from faculty, students, and community

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(6) The board of trustees shall have in writing a policy that defines the use of school facilities and resources	(6) The board of trustees shall have in writing a <u>written</u> policy that defines the use of school facilities and resources
10.55.909 Student Records	
(1) Each school shall keep, in secure storage, a permanent file of students' records, that shall include:	(1) Each school shall keep, in secure storage, a permanent <u>or electronic</u> file of students' records, that shall include:
(a) the name and address of the student	(a) the name and address of the student
(b) his/her parent or guardian	(b) his/her parent or guardian
(c) birth date	(c) birth date
(d) academic work completed	(d) academic work completed
(e) level of achievement (grades, standardized achievement tests)	(e) level of achievement (grades, standardized achievement tests)
(f) immunization records as per 20-5-406, MCA; and	(f) immunization records as per 20-5-406, MCA; and
(g) attendance data.	(g) attendance data; <u>and</u>
New Rule	<u>(h) the statewide student identifier assigned by the Office of Public Instruction.</u>
(2) The board of trustees shall establish policies and procedures for the use and transfer of student records that are in compliance with state and federal laws governing individual privacy. All educational records collected and maintained by a school shall be kept in a confidential manner according to the implementing regulations of the Family Educational Rights and Privacy Act (FERPA) at 34 CFR part 99.	(2) The board of trustees shall establish <u>written</u> policies and procedures for the use and transfer of student records that are in compliance with state and federal laws governing individual privacy. All educational records collected and maintained by a school shall be kept in a confidential manner according to the implementing regulations of the Family Educational Rights and Privacy Act (FERPA) at 34 CFR part 99.
(3) All inactive permanent records from a school that closes shall	(3) All inactive permanent records from a school that closes

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be sent to the county superintendent or the appropriate county official	shall be sent to the county superintendent or the appropriate county official.
10.55.910 STUDENT DISCIPLINE RECORDS	
(1) Each school shall maintain a record of any disciplinary action that is educationally related, with explanation, taken against the student. For the purpose of this rule, a disciplinary action that is educationally related is an action that results in the expulsion or out-of-school suspension of the student. This record is subject to transfer to a local educational agency or accredited school pursuant to 10-1-213(4), MCA. Upon request, a copy of this record shall be sent to a nonpublic school pursuant to 20-1-213(7), MCA, and the No Child Left Behind Act, 20 USC 6301	(1) Each school shall maintain a record <u>for eight years after the student exits the school</u> of any disciplinary action that is educationally related, with explanation, taken against the student. For the purpose of this rule, a disciplinary action that is educationally related is an action that results in the expulsion or out-of-school suspension of the student. This record is subject to transfer to a local educational agency or accredited school pursuant to 10-1-213(4), MCA. Upon request, a copy of this record shall be sent to a nonpublic school pursuant to 20-1-213(7), MCA, and the No Child Left Behind Act, 20 USC 6301

